

STATE OF HAWAII
NOTICE OF AND REQUEST FOR
RESTRICTIVE PURCHASE OF SERVICE
PURSUANT TO §103F-403, HRS

'12 MAY 22 A7:54

STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: Health / Adult Mental Health / Hawaii State Hospital *aj*
Department/Division/Branch or Office

Pursuant to §103F-403, HRS, and Chapter 3-144, HAR, the department head has made a determination that an adequate basis for a restrictive purchase of services exists and requests approval to make a restrictive purchase for the following:

1. Title and description of health and human service(s): To provide a full-time Institutional Chaplain to manage and coordinate all pastoral/ministry activities at the Hawaii State Hospital (HSH). The provider shall provide confidential counseling, advice and support to patients and their families relative to their spiritual and religious well-being, which include but not limited to: 1. Provision of various religious services upon request by the HSH. 2. Availability 24-hours a day to assist staff with the emotional and religious needs of HSH patients and their families. 3. Follow-up counseling, support and emergency crisis counseling services, and end-of-life care as determined by HSH clinical staff. 4. Consultation for the hospital's staff concerning patients' religious needs. Includes charting spiritual assessments in the patients' medical records.	
2. Provider Name and Address:	Pacific Health Ministry 1245 Young Street, Suite 204 Honolulu, HI 96814 <i>aj 6/3/12</i>
3. Total Contract Funds:	\$433,755 \$284,876
Contract Funds per Year (if applicable):	\$140,333, yr. 2 \$144,543, yr. 3 \$148,879 <i>aj</i>
4. RH No. of Previous Request for this Service (if applicable)	RH No. 10-02 <i>aj 6/3/12</i>
5. Term of Contract:	Start: 7/1/12 End: 6/30/15 6/30/14 One (1) year contract with an option to extend for two (2) one (1) additional twelve-month periods. <i>aj</i>

If the contract term is longer than 1 year, provide justification for the extended term:
There is no other organization capable of providing similar services. HSH has experienced no problems on previous contracts with this provider.

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6. Describe the circumstances justifying a restrictive purchase:

The HSH is a mental health facility whose patients and staff consist of various cultures and religious beliefs. Our recent inquiry had determined that no other locally based organization could provide and satisfy the religious diversity needs of all our patients and their families. Pacific Health Ministry (PHM) is the only organization that can and is able to support the multi-religious, multi-cultural, and emotional needs of our seriously mentally ill patients.

PHM was established in 1986 as a not-for-profit organization to develop hospital ministry, and Clinical Pastoral Education programs in Hawaii. PHM began services on Oahu in 1988 at three of the major Hawaii health care institutions: Kapiolani Medical Center for Women & Children, The Queen's Medical Center and Kuakini Medical Center. Since that time programs have been established at Hospice Hawaii, Kaiser Foundation Hospitals, Legacy of Life, Pali Momi Medical Center, Maui Memorial Medical Center, Pohai Nani Good Samaritan, Straub Clinic & Hospital and VA Center for Aging.

The HSH is a Joint Commission accredited, fully licensed facility offering the finest care, proven treatment methods, and the latest methods in psychiatric care rehabilitation. Providing for the religious needs of our patients is a requirement of Joint Commission accreditation. Meeting the individual needs of our patients and their religious needs are a major component in their treatment and self-directed recovery and community reintegration.

PHM is the sole spiritual care agency in Hawaii that employs Chaplains that meet the Common Standards for Professional Chaplains recognized by six (6), see attached, national professional associations of chaplains and counselors. PHM is the only Clinical Pastoral Education Center accredited by the Association of Clinical Pastoral Education in Hawaii or the Pacific Islands. PHM's Professional Chaplains make spiritual assessments and provide spiritual care meeting the standards of the Joint Commission. PHM provides on-going Continued Education for maintaining Professional Certification.

7. Describe the efforts and results in determining that this is the sole provider who can render services. Include approximate dates:

A recent search was conducted but PHM is the only pastoral organization on Oahu that could service the multi-religious needs of the patients, their families and staff, provide emergency on-call availability to the hospital, and provide graduate level staffing trained/qualified to provide clinical spiritual assessment. Provided staffing includes one (1) full time licensed Institutional chaplain and one (1) student pastoral resident. PHM is the only organization available to cover all the pastoral and ministry needs of the hospital and have additional resources available at no additional cost.

Chaplain services have always been an integral part of HSH to support the religious and emotional needs of our patients and their families, who come from many cultures and different religious traditions. A central focus at this ministry is to educate the staff in learning to minister to all people of different races and cultures as they face the common crises of life.

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8. List state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

1. Anthony Fraiola, Business Manager

9. Direct questions to (name & position): Anthony Fraiola, Business Manager

Phone number: 236-8257

e-mail address: anthony.fraiola@doh.hawaii.gov

I certify that the information provided above is to the best of my knowledge true and correct.


Department Head Signature


Date

Loretta J. Fuddy, A.C.S.W., M.S.W..
Typed Name

NOTICE

Pursuant to §103F-403, Hawaii Revised Statutes and Chapter 3-144, Hawaii Administrative Rules, the aforementioned purchasing agency has submitted a request to the chief procurement officer for a restrictive purchase of service for health and human services, and if approved, intends to purchase the service without issuing a request for proposals.

Any person may file a written protest under the procedures established under Chapter 3-148, Hawaii Administrative Rules, located on the web at www.spo.hawaii.gov, click *Statutes and Rules* and *Procurement of Health and Human Services*. Protests shall be hand delivered or postmarked by United States Postal Service within seven (7) days after the date this notice is first published on the internet. If hand delivered it must be submitted by 4:30 PM, Hawaii Standard Time, within seven days after day this notice is first published. Protests must be submitted to the following procurement officer **and** head of the purchasing agency:

Procurement Officer for this Procurement

Amy Yamaguchi

PHAO, Adult Mental Health Division

Mailing Address: P.O. Box 3378

Honolulu, HI 96801

Business Address: 1250 Punchbowl Street

Honolulu, HI 96813

Head of Purchasing Agency

Loretta J. Fuddy, A.C.S.W., M.S.W.

Director of Health

Mailing Address: P.O. Box 3378

Honolulu, HI 96801

Business Address: 1250 Punchbowl St.

Honolulu, HI 96813

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Protest forms and instructions are on the web at: www.spo.hawaii.gov, click *Health and Human Services, Chapter 103F...* and *Forms for Private Providers*. Questions should be directed to the contact person noted in item 9 of the request.

Published: MAY 24 2012

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

This approval is for the procurement process only and for the period 07/01/12 to 06/30/14. Service provider(s) are required to be compliant with applicable laws, and verified on the Hawaii Compliance Express. This award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Corinne Higa at 587-4706, or corinne.y.higa@hawaii.gov.

☒ APPROVED ☐ DISAPPROVED ☐ NO ACTION


Chief Procurement Officer Signature

6/1/2012
Date

Please ensure adherence to applicable administrative requirements.

Common Standards for Professional Chaplaincy

This document is one of four foundational documents affirmed by the constituent boards of the Council on Collaboration on November 7, 2004 in Portland, Maine. Collectively, these documents establish a unified voice for the six organizations that have affirmed them and describe what it means to these organizations to be a professional pastoral care provider, pastoral counselor or educator. The four documents are:

- Common Standards for Professional Chaplaincy
- Common Standards for Pastoral Educators/Supervisors
- Common Code of Ethics for Chaplains, Pastoral Counselors, Pastoral Educators and Students
- Principles for Processing Ethical Complaints

The membership of the participating groups represents over 10,000 members who currently serve as chaplains, pastoral counselors, and clinical pastoral educators in specialized settings as varied as healthcare, counseling centers, prisons or the military. The complete documents and information about each of the collaborating groups can be found on the following websites:

- Association of Professional Chaplains (APC) - www.professionalchaplains.org
- American Association of Pastoral Counselors (AAPC) - www.aapc.org
- Association for Clinical Pastoral Education (ACPE) - www.acpe.edu
- National Association of Catholic Chaplains (NACC) - www.nacc.org
- National Association of Jewish Chaplains (NAJC) - www.najc.org
- Canadian Association for Spiritual Care (CASC) - www.spiritualcare.ca

For more information on the foundations of professional pastoral care see "*Professional Chaplaincy: Its Role and Importance in Healthcare*" available at <http://www.professionalchaplains.org/professional-chaplain-services-resources-reading-room-hc-role.htm>.

Qualifications of Professional Chaplaincy

The candidate for certification must:

- QUA1: Provide documentation of current endorsement or of good standing in accordance with the requirements of his/her own faith tradition.
- QUA2: Be current in the payment of the professional association's annual dues.
- QUA3: Have completed an undergraduate degree from a college, university, or theological school accredited by a member of the Council for Higher Education Accreditation (www.chea.org); and a graduate-level theological degree from a college, university or theological school accredited by a member of the Council for Higher Education Accreditation. Equivalencies for the undergraduate and/or graduate level theological degree will be granted by the individual professional organizations according to their own established guidelines.



Solicitation Number: RH No. 12-11

Department: Administrators

County/Island(s): Oahu

Category (Select One): Health and Human Services

Publication Date: 05/24/2012

Due Date: 05/31/2012 - 16:30PM HST

Solicitation Number: RH No. 12-11

Description: Notice of Restrictive Purchase of Service. Institutional chaplain to manage and coordinate all pastoral/ministry activities at the Hawaii State Hospital.

Contact Name: Anthony Fraiola

Phone Number: 808-236-8257

E-mail Address: anthony.fraiola@doh.hawaii.gov

Comments:

IFB/RFP/RFI,
Professional Svcs., etc. rh12_11.pdf
documents:

Pre-Bid / Pre-Proposal / Orientation Conference

Conference Scheduled:

Date/Time:

Address:

City:

Zip Code:

Additional Info:

Addenda

Amended:

Date Last Amended:

